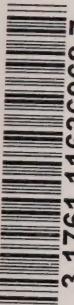


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Canada. Immigration and Refugee Board

Annual Report



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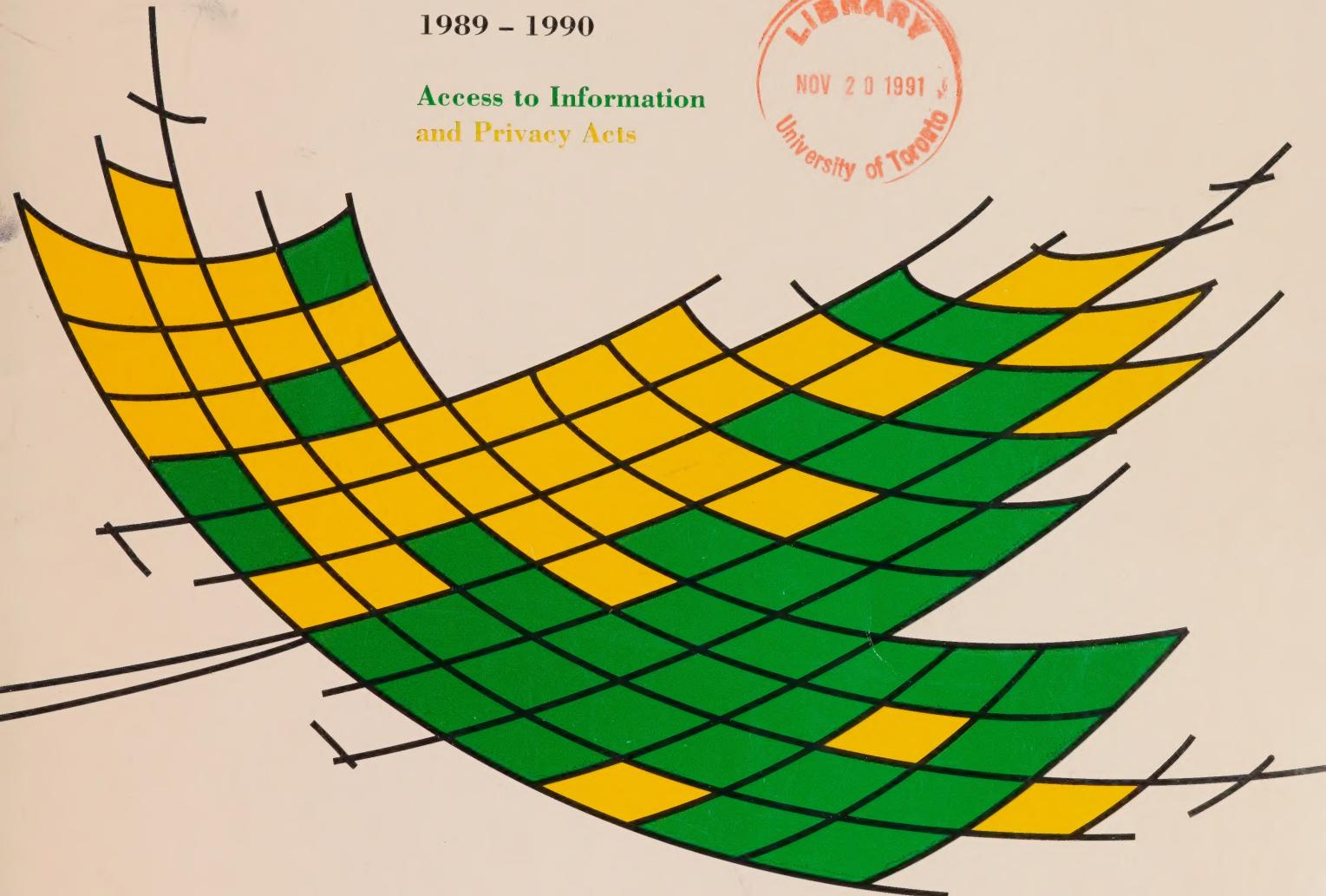
IMMIGRATION AND REFUGEE BOARD

ANNUAL REPORT

CAI
MI81
-A13

1989 - 1990

Access to Information
and Privacy Acts



Immigration and
Refugee Board

La Commission de l'immigration
et du statut de réfugié

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Cat. No. MQ1-2/1990

ISBN 0-662-57666-7

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INTRODUCTION

This annual report outlining the administration of the Access to Information Act and Privacy Act by the Immigration and Refugee Board is submitted in accordance with section 72 of the legislation. This ATIP report is the second prepared by the IRB and covers the period April 1, 1989 to March 31, 1990.

PART 1

1.1 The Immigration and Refugee Board (IRB)

Historical Background

The new Immigration and Refugee Board (IRB) was created by legislation, which amended the Immigration Act, 1976. The Board began operations on January 1, 1989.

Responsibilities

The Board is an independent administrative tribunal. It consists of two distinct divisions: The Convention Refugee Determination Division (CRDD), legislatively defined as the “Refugee Division”, and the Immigration Appeal Division (IAD), referred to in the Act as the “Appeal Division”. The two divisions of the IRB are independent of each other in their decision-making, but they are affiliated administratively. The IAD hears appeals relating to removal orders and to refusals of applications for landing from sponsored, “family class” members, while the CRDD deals exclusively with refugee claims. Between them, the two divisions take on all the functions of the former Refugee Status Advisory Committee (RSAC) and Immigration Appeal Board(IAB).

Legislation

- An Act to amend the Immigration Act, 1976, S.C. 1988
- Convention Refugee Determination Division Rules, 1988
- Immigration Appeal Board Rules (Appellate), 1981
- Immigration Regulations, 1978

Organisational Units and their Roles

The Chairman is chief executive officer of the Board. One member from the Refugee Division and one from the Appeal Division are designated as Deputy Chairmen, and Assistant Deputy Chairmen head both divisions of the IRB in its regional centres. Members are appointed to cover all major centres across Canada as required by work-flows. CRDD members are ex officio members of the IAD, but the reverse is not true.

The Immigration Appeal Division (IAD)

The former IAB had a dual responsibility for immigration appeals and refugee redetermination. The new Board’s Appeal Division is a court of record which has jurisdiction to deal with immigration appeals only.

The Convention Refugee Determination Division (CRDD)

Refugee Determination in Canada was formerly a prerogative of the Minister of Employment and Immigration, acting upon the advice of an advisory body, the RSAC. Under the amended Immigration Act, the RSAC ceased to exist and the Refugee Division of the IRB, which is an independent quasi-judicial body, assumed responsibility for adjudicating refugee claims in Canada.

Operations

The support organization for Board operations is highly decentralised: while a Director-General of Operational Policy and Planning at IRB Headquarters provides overall supervision of administrative support to both the Appeal and Refugee Divisions, each regional operation is headed by a Regional Director, who has direct responsibility for all facets of the administrative support provided by that Region.

Documentation, Research and Information

The IRB Documentation Centre supplies the information needs of both the IAD and the CRDD, and serves as a public affairs and education resource in refugee and migration matters. The Documentation Centre also assists IRB spokespersons in promoting knowledge of the functions and responsibilities of the Board and actively develops and implements training programs. Its resources are open and accessible to the public, and it responds to queries on refugee matters from interested parties. The Access to Information and Privacy Coordinator reports directly to the Director of the Documentation Centre.

Legal Services

The Legal Services Branch compiles and maintains an index of the Board's jurisprudence for the use of members and staff of the Board and the general public. The Legal Services Branch also provides advice or opinion in matters of procedure, substantive issues of law, or the interpretation of legislative provisions. Legal Services files and serves Notices of intention to participate in the argument of appeals and applications before the Federal Court, as amicus curiae in appropriate cases.

Finance, Personnel and Administration

The Financial Section is responsible for the application of financial policies, systems and procedures in accordance with legislation, regulations and central agency directives.

The Personnel Section ensures that the IRB is appropriately staffed with qualified people and that problems associated with remuneration and staff relations are managed efficiently and fairly.

Organizational Chart

Attached as Appendix A

1.2 Immigration and Refugee Board/ATIP Section

In March, 1989, a separate and distinct section was created to deal with Access to Information, Privacy and Special Projects. It is headed by a Chief, who is also delegated as the ATIP Coordinator, and during the year under review was assisted by an Access and Privacy Officer with support services provided part time by a Clerk on loan from the Office Manager of the Documentation Centre. Resource requirements are reviewed on a regular basis, and due to increased activity in access and privacy issues an additional Officer may be assigned to the section.

1.3 Delegations of Authority for Access and Privacy

Delegation Orders were sent to Treasury Board on September 6, 1989 (Appendix "B"). Authority to act for the Head of the Institution for the purposes of these Acts was formally delegated to the Executive Director and the ATIP Coordinator.

1.4 Education and Training of ATIP Staff

During the first year of operation the Coordinator and Officer regularly attended the Canadian Access and Privacy Association (CAPA) meetings and information sessions offered by Treasury Board. Having already taken the PSC Privacy course the Officer attended the Access course in August 1989. The Coordinator attended the October/89 American Society of Access Professionals (ASAP) Conference in Arlington, Virginia and both Coordinator and Officer have since become members of ASAP.

1.5 Education and Training Planned for IRB Staff

The development of "ATIP Guidelines" regarding the handling and processing of requests under the Access to Information and Privacy Acts, has been completed by the ATIP Section. It is anticipated that the Guidelines will be disseminated to all Executives at Headquarters and in the five Regional Offices; the appointed members of the Board; the supervisory and operational staff at Headquarters and the Regions before the end of May/90. It will also be made available to all staff of the IRB. As a follow-up to the material, the preparation of an "ATIP Information Session" has already commenced. Initially it will be provided to headquarters and regional executives of the Board and afterwards to other identified staff.

1.6 Liaison with Offices of Information and Privacy Commissioners

Meetings were held between the ATIP Coordinator and other senior executives of the Documentation Centre and senior executives of the Offices of the Information and Privacy Commissioners to discuss common concerns on access and privacy issues pertinent to the Convention Refugee Determination mandate of the Board.

1.7 Consultations

The ATIP Section consulted frequently with Treasury Board Portfolio Officers and specialists on the processing of a variety of requests. Consultations with Employment and Immigration Canada, External Affairs and Justice were also conducted on cases of common concern.

1.8 Coordination of Access to Information Requests System (CAIR)

The CAIR system introduced by the Treasury Board in 1989, is expected to be implemented by the IRB in May 1990.

1.9 Reading Rooms

Reading rooms are available, upon request, in IRB Headquarters and all Regional Offices. The Headquarters ATIP Section retains copies of past and current editions of the Access Register and Personal Information Index along with request forms. All Regional Documentation Centres are equipped with current copies of the Access Register and Personal Information Index along with request forms for the convenience of all requestors.

1.10 Exempt Banks

The IRB does not have any banks designated as exempt within the meaning of section 18 of the Privacy Act.

PART 2 THE ACCESS TO INFORMATION ACT

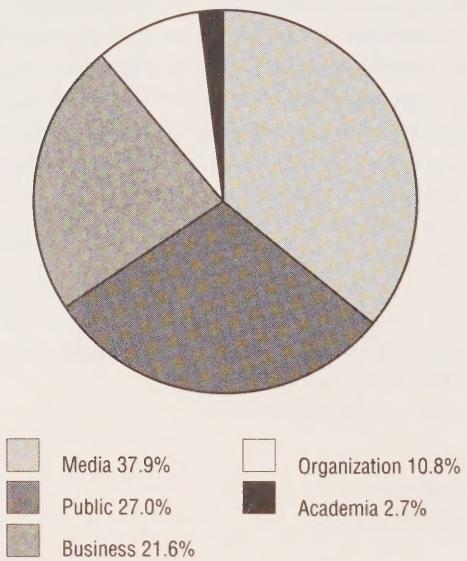
2.1 Statistical Summary of the Administration of the Access to Information Act in IRB for 1989-90

Part 2 covers the administration of the Access to Information Act in IRB for the fiscal year April 1, 1989 to March 31, 1990. Access to Information requests were predominantly for records pertaining to the CRDD.

2.2 Sources of Requests Received

During the period April 1, 1989 to March 31, 1990, the major users of the provisions under the Access to Information Act were the media 37.9%, public 27.0%, and business sector mainly comprising of lawyers 21.6%. Figure 1 depicts the composition of requestors by sector:

Figure 1: Sources of Requests 1989-90



2.3 Requests under the Access to Information Act

Received during the reporting period	36
Outstanding from previous period	4
Total:	40
Completed during reporting period	37
Carried forward	3
Total:	40

There were thirty-seven (37) Access to Information requests completed during the 1989-90 fiscal year compared to fifteen (15) in the 1988-89 fiscal year; this represents a 146.74% yearly increase in requests processed by the ATIP Section.

2.4 Disposition of Completed Requests

All information disclosed	3
Information disclosed in part	12
Nothing disclosed (excluded)	-
Nothing disclosed (exempted)	9
Transferred	1
Abandoned by applicant	3
Treated informally	9
Total:	37

The total number of *informal* requests received by the IRB at Headquarters and Regional Offices has not been calculated due to the lack of an established recording system. However, approximately nine (9) formal requests forwarded to the ATIP Coordinator pending the Board's policy for handling such requests, were eventually processed informally.

The ATIP Coordinator has undertaken to review the process and establish a recording system for informal Access requests.

All *formal* requests are received by, or transmitted to the ATIP Coordinator at IRB Headquarters in Ottawa. A tracking system is in place, in the Coordinator's office, to record incoming requests and to track their progress and disposition. The current system is a manual one, however, an automated tracking system is being designed and is expected to be implemented by mid-May 1990.

2.5 Exemptions invoked

Section 17	8
Subsection 19(1)	17
Section 22	<u>4</u>
Total:	29

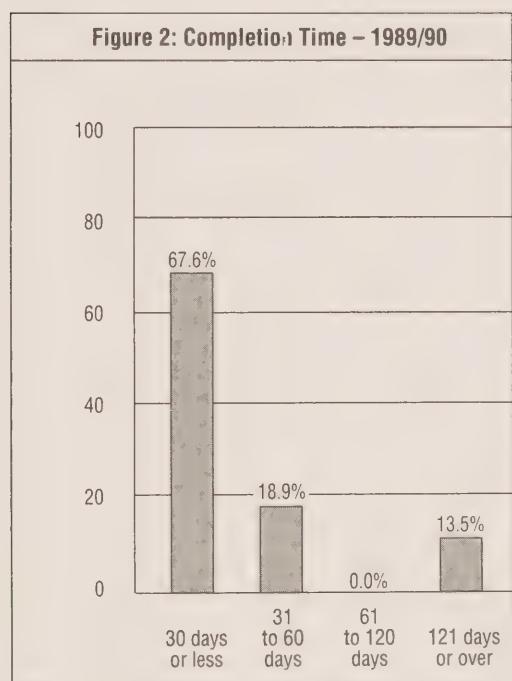
2.6 Exclusions Cited

No exclusions were cited.

2.7 Completion Time

Not more than 30 days	25
31-60 days	7
61-120 days	-
Over 120 days	<u>5</u>
Total:	37

86.5% of the requests were completed within sixty days of receipt. Figure 2 shows the completion time for handling all requests.



2.8 Extensions

8	a) Extension for 30 days and under	4
17	Search	2
<u>4</u>	Consultation	<u>1</u>
29	Third Party	
Total:		7

b) Extension for more than 30 days

Search	0
Consultation	5
Third Party	<u>0</u>
Total:	5

2.9 Method of Access

Copies given	8
Examination	0
Copies and examination	<u>7</u>
Total:	15

2.10 Fees

a) Net Fees Collected

Application	(22x\$5.00)	\$110.00
Reproduction		\$64.30
Search and preparation		-
Computer Processing		-
Total:		\$174.30

b) Fees Waived

Fees Waived	(5x\$5.00)	\$25.00
\$25 or under		\$ 6.60
Over \$25		<u>\$41.40</u>
Total:		\$73.00

The five dollar (\$5) application fee was received in twelve (12) cases involving disclosures, and a waiver was granted in three (3) cases involving disclosures. Application fees were also received in eight (8) cases where no disclosures were allowed due to exemptions; and two (2) cases where the request was abandoned.

2.11 Costs

Person Years	2.1
Salaries	\$68,222.36
O & M	<u>\$ 5,991.16</u>
Total:	\$74,213.52

2.12 Complaints and Investigations

The Information Commissioner advised of one complaint regarding response time in relation to the disclosure of records.

2.13 Appeals to the Federal Court

Records regarding four (4) requests which were outstanding from previous years were disclosed, during the period under review, upon Order from the Federal Court Trial Division.

**PART 3
PRIVACY ACT**

3.1 Statistical Summary of the Administration of the Privacy Act in IRB for 1989-90

Part 3 covers the administration of the Privacy Act in IRB for the fiscal year April 1, 1989 to March 31, 1990.

3.2 Requests under the Privacy Act

Received during the reporting period

5 Person year utilization 0.2

Outstanding from previous period

0 Salary \$7,631.75

Total:

5 Administration (O & M) \$910.60

Completed during reporting period

3 Total: \$8,542.35

Carried forward

2

Total:

5

3.3 Disposition of Completed Cases

All disclosed

1

Abandoned by applicant

1

Transferred

1

Total:

3

3.4 Exemptions Invoked

No exemptions were invoked.

3.5 Exclusions Cited

No exclusions were cited.

3.6 Completion Time

30 days or under 3

3.7 Method of Access

Copies given 2

3.8 Costs

5 Person year utilization 0.2

0 Salary \$7,631.75

5 Administration (O & M) \$910.60

3 Total: \$8,542.35

2

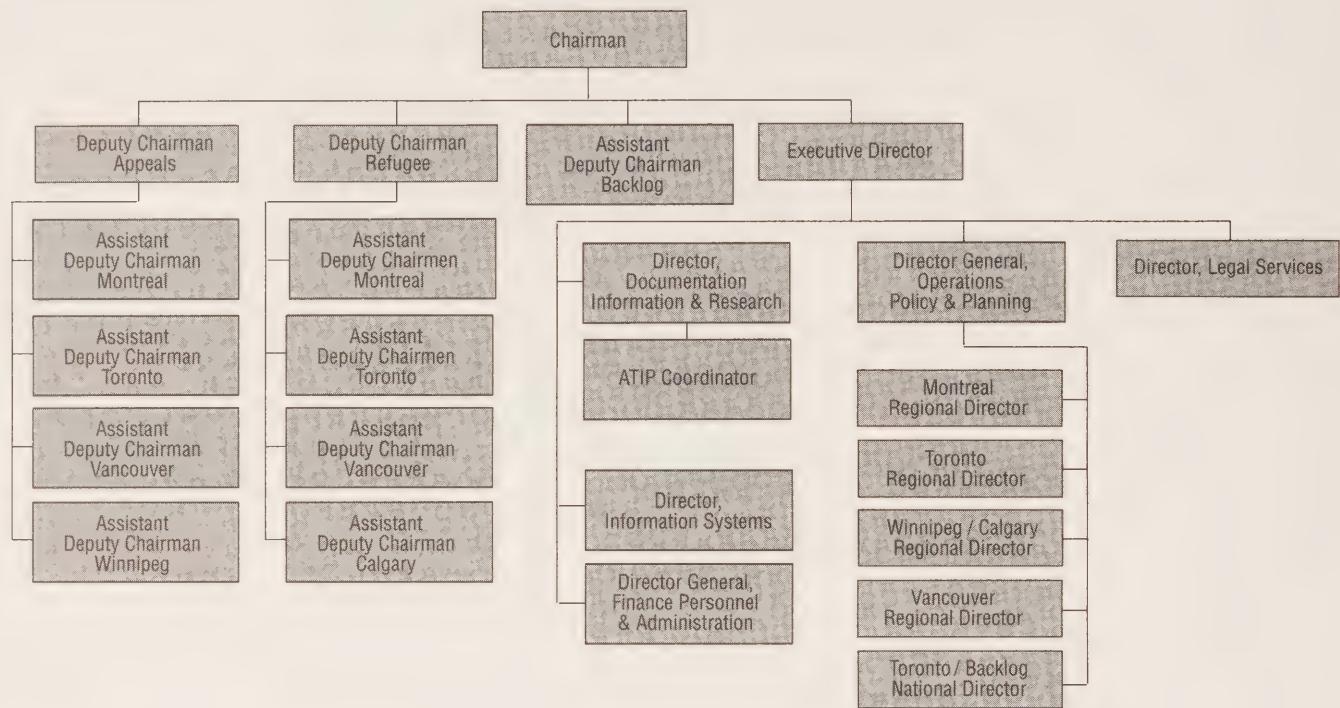
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3.9 Audits

No audits were conducted by the Privacy Commissioner under Subsection 37 (1) of the Act during the 1989-90 fiscal year.

APPENDIX A

Administrative Organization Chart



APPENDIX B



Chairman
Immigration and
Refugee Board
of Canada

Ottawa, Canada
K1A 0K1

Président
La Commission de l'immigration
et du statut de réfugié
du Canada

September 6, 1989

Peter Gillis
Group Chief
ATIP Implementation
Information Management Division
Administrative Policy Branch
Treasury Board of Canada
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K1A 0R5

Dear Peter Gillis:

I am writing to you regarding designation of an ATIP Coordinator and ATIP Delegation Orders.

Pursuant to my authority under Section 73 of the Information and Privacy Acts, attached are Delegation orders, in both official languages, outlining delegated authorities for specific sections of both Acts.

I would also like to take this opportunity to inform you that I have appointed Mr. Sergio Poggione as the Coordinator of Access to Information and Privacy for the Immigration and Refugee Board. He can be reached at (613) 995-3514.

Yours sincerely,

R.G.L. Fairweather

Access to Information Act Designation Order

The Chairman of the Immigration and Refugee Board, pursuant to section 73 of the *Access to Information Act**, hereby designates the persons holding the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Chairman as the head of a government institution under the sections of the *Act* set out in the schedule opposite each position.

Schedule

Position	Section of Access to Information Act
Executive Director	Paragraph 7 (a), subsection 8 (1), section 9, subsection 10 (1), subsections 11 (2), (3), (4), (5), (6), subsections 12 (2) through (6), subsections 13 through 28, subsections 29 (1), section 33, subsection 37 (4), subsection 43 (1), subsection 44 (2)
Coordinator, Access to Information and Privacy	

S.C. 1980-81-82, c.111

Privacy Act Designation Order

The Chairman of the Immigration and Refugee Board, pursuant to section 73 of the *Privacy Act**, hereby designates the persons holding the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Chairman as the head of government institution under the sections of the *Act* set out in the schedule opposite each position.

Schedule

Position	Sections of Privacy Act
Chairman	Paragraph 8 (2) (m)
Executive Director	subsection 8 (5), sections 14 through 16, subsection 17 (2), subsection 18 (2), sections 19 through 28
Coordinator, Access to Information and Privacy	

S.C. 1980-81-82, c.111

L ^e Président de la Commission de l'immigration et du statut de réfugié, en con-	formité à l'article 73 de la Loi sur l'accès à l'information, désigne, par les présen-	tes, les personnes dont les postes sont visées à l'annexe pour mettre en application les pouvoirs, assumés par le Président en sa qualité de représentant de l'institution fédérale conformément aux articles de la Loi mentionnés à l'annexe en vis-à-vis de chaque poste.	
L ^e Directeur exécutif	Articles de la Loi sur l'accès à l'information	Annexe	Postes
Articles de la Loi sur l'accès à l'information	Annexe	Annexe	Annexe
L ^e Directeur exécutif	Articles de la Loi sur l'accès à l'information	Annexe	Annexe

R.G.L. Fairweather

Lord Mountbatten

Je vous prie d'agréer, Monsieur, l'expression de mes sincères salutations.

M. Sergio Poggione au poste de coordonnateur de l'accès à l'information et j'aimerais également profiter de l'occasion pour vous informer que j'ai nommé du statut de réfugié. Vous pouvez le rejoindre au (613) 995-3514.

protéction des renseignements personnels pour la Commission de l'immigration et

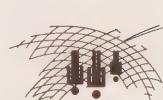
du statut de réfugié. Vous pouvez le rejoindre au (613) 995-3514.

Conformément à mes pouvoirs aux termes de l'article 73 des Lois sur l'accès à l'information et sur la protection des renseignements personnels, vous trouverez ci-jointes les ordonnances de délégation, dans les deux langues officielles, exposant les pouvoirs délégués pour les articles précis de ces deux Lois.

Les présentes ont trait à la désignation d'un coordonnateur de l'AIPRP et aux ordonnances de délégation de pouvoirs relativement à l'accès à l'information et à la protection des renseignements personnels.

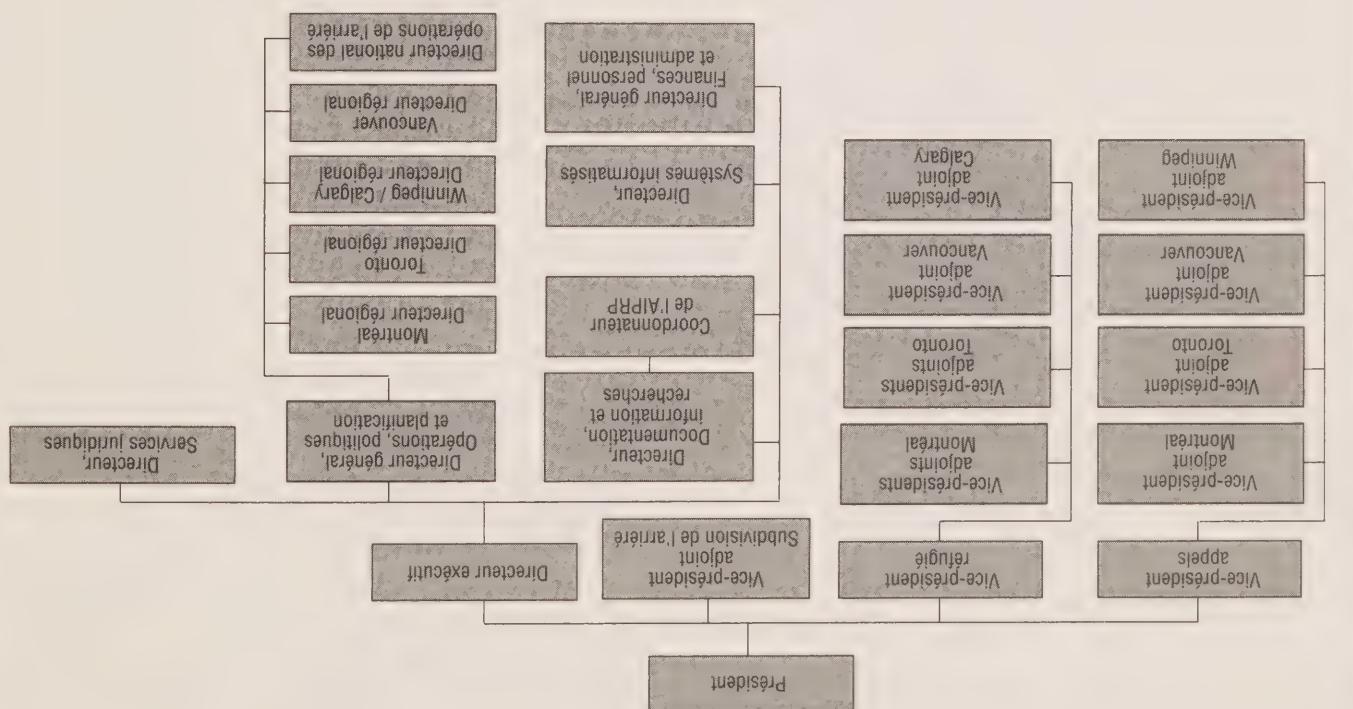
Monsieur,

K1A 0R5
Ottawa (Ontario)
140, rue O'Connor
L'Esplanade Laurier
Conseil du Trésor du Canada
Division de la politique administrative
Direction de la gestion de l'information
Mise en oeuvre de l'AIPRP
Chef de groupe
Monsieur Peter Gillis



K1A 0K1
Ottawa, Canada
of Canada
du Canada
et du statut de réfugié
Refugee Board
La Commission de l'immigration
immigration and
Chairman
President

Le 6 septembre 1989



Organigramme administratif de la CISR

2.10 Frais de communication

110 \$	Demande	(22 x 5 \$)	110 \$	Reproduction	64,30 \$	Recherche et préparation	64,30 \$	Total :	174,30 \$
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2.13 Appels à la Cour fédérale

Total :	73 \$
Plus de 25 \$	41.40 \$
Moins de 25 \$	6.60 \$
25 \$	25 \$
(b) Dispense de droit	Dispense de droit (5 x 5 \$)

Des documents relatifs à la demande en suspens depuis l'admission de la demande ont été communiqués à la période visée par ce rapport. La demande en suspens depuis l'admission de la demande a été déposée par la Section de l'ordonnance de la Cour fédérale.

Le droit de emy dollars (3) a été perçu dans douze (12) cas supplémentaires, et une documentation de documents, et une dis- penses a été octroyée dans trois (3) cas supplémentaires. Ces droits a également été perçu dans huit (8) cas où aucune communication n'a été autorisée en raison des exceptions et dans deux (2) cas où la dé- mande a été rejetée.

2.11 Costs

2.1	Années-personnes	Salaires	F & E	Total :
68 222,36 \$	68 222,36 \$	5 991,16 \$	5 991,16 \$	74 213,52 \$

Total:

2.1 Années-personnes
Salaires 68 222,36 \$
F & E 991,16 \$

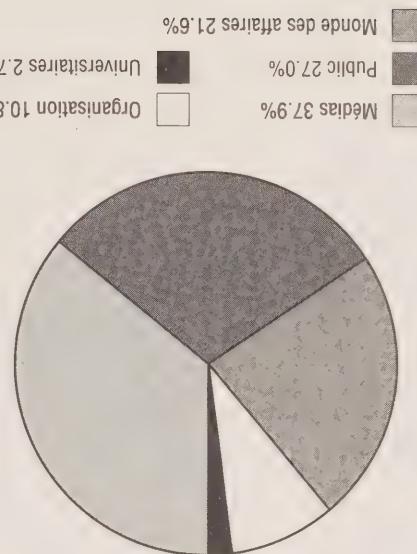
PARTE 2 LOI SUR L'ACCÈS À L'INFORMATION

2.4. Décision relativement aux demandes relatives	
12	Toute l'information communiquée
1	Aucune information communiquée en partie (exclusion)
3	Aucune information communiquée
6	Aucune information communiquée (exclusion)
9	Aucune information communiquée
11	Toute l'information communiquée
12	Aucune information communiquée en partie
1	Aucune information communiquée
3	Tramission de la demande
6	Demande abandonnée par
9	Le requérant
11	Demande traitée de façon
12	non officielle
1	Total :

36	de la Loi sur l'accès à l'information	de la Loi sur l'accès à l'information aux termes	36
37	En suspens depuis	La période antérieure	37
40	Total :		40
41	La période antérieure		41
42	Total :		42
43	Rempêches pendant la période visée		43
44	Reportées		44
45	Total :		45

37	2.4	Decision relative aux demanded remplies
36	3	Toute l'information communiquée d'information communiquée en partie Aucune information communiquée (exclusion)
35	12	Toute l'information communiquée d'information communiquée en partie Aucune information communiquée (exclusion)
34	9	Aucune information communiquée (exclusion)
33	1	Tramission de la demande Demande abandonnée par Le requérant
32	6	Aucune information communiquée (exclusion)
31	3	Tramission de la demande Demande abandonnée par Le requérant
30	9	Aucune information communiquée (exclusion)
29	1	Tramission de la demande Demande traitée de façon non officielle
28	9	Tramission de la demande Demande traitée de façon non officielle

Tableau 1 : Sources des demandes 1989-1990



2.2 Sources des demandes régulées

36	2.3 Demande de la Loi sur l'accès à l'information de la partie 2 portant l'application de la partie 2	Information de la Loi sur l'accès à l'application de la partie 2
36	En suspens depuis la période visée	La période antérieure
40	Reçus pendant la période visée	Total :
40	En suspens depuis la période visée	Total :
37	Remplis pendant la période visée	Reportées
37	Remplis pendant la période visée	Total :
37	des documents de la SSS.	à la fin d'application de la partie 2
37	au 31 mars 1990. Les demandes d'accès pour l'exercice allant du 1 ^{er} avril 1989	au 31 mars 1990. Les demandes d'accès
37	au 31 mars 1990. Les demandes d'accès	à la fin d'application de la partie 2

La CISR n° a pas de techniques de design in-
consultables au sens de l'article 18 de la
Loi sur la protection des renseignements
personnels.

1.10 Fichiers imconsultables

1.9 Salles de consultation

On prévoit que ce système adopté par le Conseil du Trésor en 1989 sera mis en œuvre par la CISR en mai 1990.

1.8 Système de coordination des demandes d'accès à l'information

1.7. Consultations

La Section de l'AIPRP a souvent consulté les agents et les spécialistes du conseil du Trésor relativement au traitement de diverses demandes. Les ministres de diverses demandes. Les gratification du Canada, des Affaires étrangères de même que de la Justice ont également été consultés au sujet de demandes les concernant.

1.7 Consultations

d'autres cadres supérieurs du Centre de documentation ont rencontré des cadres supérieurs des Commissariats à l'Im- formation et à la protection de la vie privée pour examiner des problèmes communs relativement au mandat de la Commission de déterminer le statut de réfugié au sens de la Convention.

Les trappeurs avee les communautés à la protection de la nature

1.6 Rapports avec les Commissariats

1.4. Sensibilisation et formation des employés de l'AIPRP

1.5 Sensibilisation et formation prévenues pour les employés de la CISR. La Section de l'AIPRP a terminé l'labo- ration de "Lignes directrices" relatives au traitement des demandes présentées dans le cadre des Lois sur l'accès à que ces lignes directrices servent diffusées à tous les cadres du Siège de la CISR et dans les bureaux régionaux, aux membres nommés de la CISR, au person- nel de supervision et d'exploitation du Siège et des régions avant la fin de mai 1990. Le document sera également diffusé à tous les employés de la CISR. Comme suit à ce document, on a déjà entrepris la préparation d'une "scène d'information sur l'AIPRP". Elle sera abordée aux cadres supérieurs du Siège de la Commission et des bureaux régionaux, et par la suite aux autres employés visés de la CISR.

Des ordonnances de délégation de pouvoirs ont été envoyées au Conseil du Trésor le 6 septembre 1989 (appendice B). Le pouvoir d'agir au nom du dirigeant de l'Institution aux fins de ces Lois a été officiellement délégué au directeur exécutif et au coordonnateur de l'AIPB.

11.3 Délegation de pouvoirs pour l'accès à l'information et la protection des renseignements personnels

1.2 Commission de l'immigration et du statut de réfugié - Section de l'AIPRP

Organigramme figure à l'appendice A

La composition administrative finance, personnelle et administration des systèmes financiers conformément à la loi et aux règlements du gouvernement de même qu'aux directives des agences centrales.

La composante "Personnel" veille à ce que la CISR soit dotée comme il convient de personnalité et que les problèmes de remunération et de relations de travail soient résolus avec efficience et équité.

La Direction des Services juridiques
dresse et tient à jour un index de
l'mention des commissaires et de
l'emploi des commissaires et de
l'en général. La Direction des Services juridiques
conseille donc aussi des avis ou
questions de droit importantes, ou
d'interprétation des dispositions légis-
atives. Elle dépense et signifie des av-
antages d'interprétation de la partie, en quai-
d'amis curiae, dans certains cas
procedurale des appels et à l'examen
des demandes dont est saisie la Cour
de la République.

Le Centre de documentation de la CISR a été fondé aux besoins d'information de la SAI et de la SSR, et constitue un centre de ressources en matière d'affaires publiques et d'informations sur les réfugiés et les mouvements migratoires. Le Centre de documentation aide également les autorités-parrain de la CISR à mieux faire connaître les fonctions et les responsabilités de la Commission et participe activement à l'élaboration et à la mise en œuvre de programmes de formation.

Des ressources sont accessibles au public et il repose aux demandes de renseignements sur les réfugiés. Le coordinateur de l'accès à l'information et de la protection des renseignements personnels relève directement du directeur du Centre de documentation.

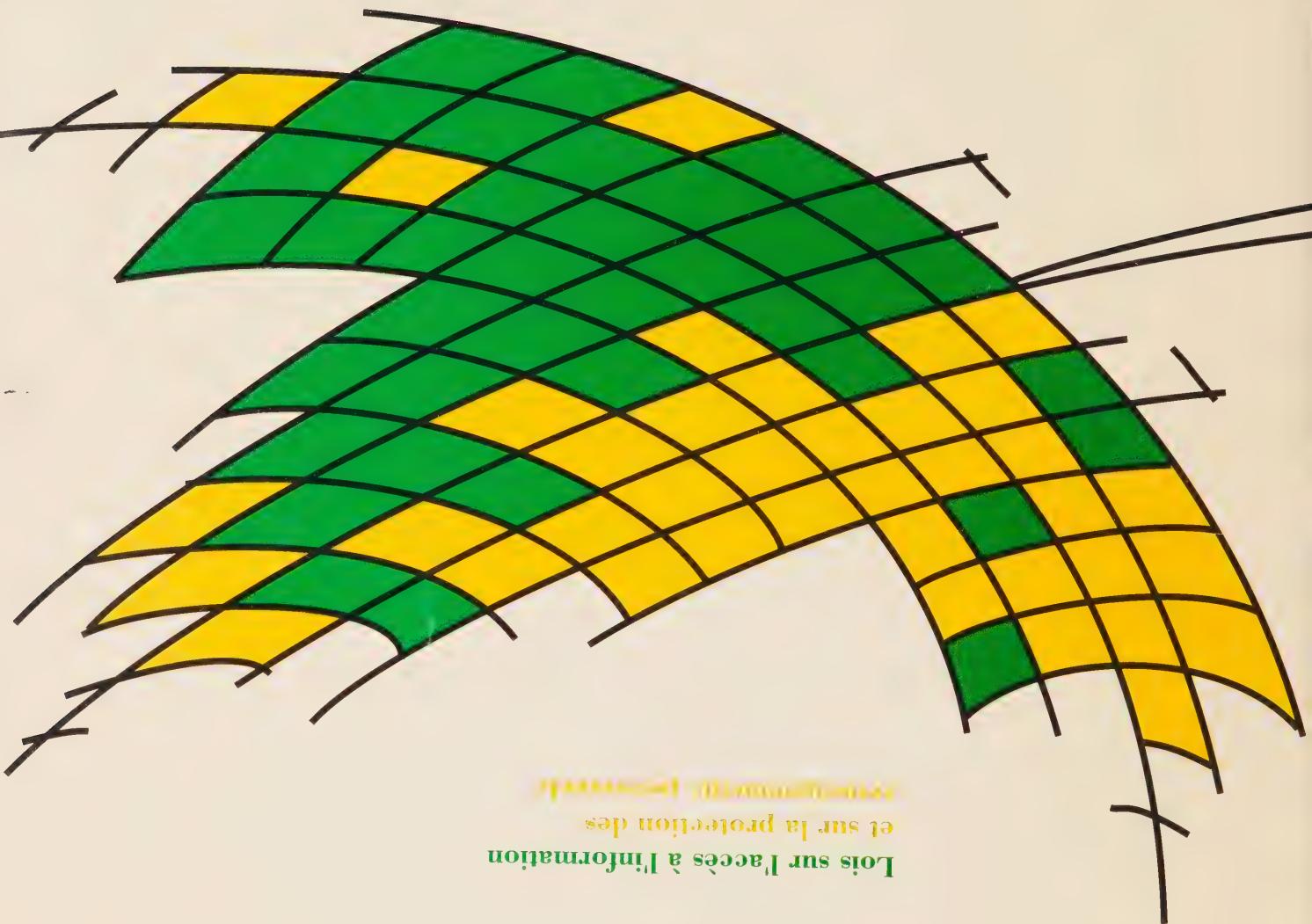
INTRODUCTION Conformément à l'article 72 de la Loi, la Commission de l'immigration et du statut de réfugié présente son rapport annuel sur l'application de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels. Il s'agit du deuxième rapport du genre préparé par la CISR, et celui-ci porte sur la période allant du 1^{er} avril 1989 au 31 mars 1990.

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ISBN 0-662-57666-7

N° de cat. MQ 1-2/1990

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R A P P O R T A N N U E L

COMMISSION DE L'IMMIGRATION ET DU STATUT DE RÉFUGIÉ

IMMIGRATION AND REFUGEE BOARD

ANNUAL REPORT

CA1
MI81
-A13

1990 - 1991

Access to Information and Privacy Acts



Immigration and
Refugee Board

La Commission de l'immigration
et du statut de réfugié

ISBN-0-662-58433-3
Catalogue Number MQ1-2/1991



Immigration and
Refugee Board

La Commission de l'immigration
et du statut de réfugié

Chairman

Président

Ottawa, Canada
K1A 0K1

June 1991

The Honourable Bernard Valcourt, P.C., M.P.
Minister of Employment and Immigration
House of Commons
Ottawa, Ontario
K1A 0A6

Dear Mr. Valcourt:

It is my pleasure to submit to you, pursuant to section 72 of the *Access to Information and Privacy Acts*, the Immigration and Refugee Board's 1990-1991 Annual Report, covering the period April 1, 1990 to March 31, 1991.

Yours sincerely,

Gordon Fairweather
R.G.L. Fairweather

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INTRODUCTION This annual report outlining the administration of the Access to Information Act and the Privacy Act by the Immigration and Refugee Board (IRB) is submitted in accordance with section 72 of the legislation. This ATIP report is the third prepared by the IRB and covers the period April 1, 1990 to March 31, 1991.

**Access to Information and Privacy and
Special Projects (ATIP/SP) Section
Staff:**

Chief/Coordinator:
Sergio Poggione (995-3514)

Officers:
Barbara Sawh (996-1396)
André Trudeau (996-2696)
Carmen Lage (992-2684)

Clerk:
Vinca Dufresne (996-4522)

Address:
240 Bank Street
2nd Floor
Ottawa, Ontario
K1A 0K1

P A R T 1

1.1 The Immigration and Refugee Board (IRB)

Historical Background

The Immigration and Refugee Board (IRB) was created by legislation, which amended the Immigration Act, 1976.

The Board began operations on January 1, 1989.

Responsibilities

The Board is an independent administrative tribunal. It consists of two distinct divisions: The Immigration Appeal Division (IAD), referred to in the Act as the “Appeal Division” and the Convention Refugee Determination Division (CRDD), legislatively defined as the “Refugee Division”. There is also a Backlog Subdivision. The two divisions of the IRB are independent of each other in their decision-making, but they are affiliated administratively. The IAD hears appeals relating to removal orders and to refusals of applications for landing from sponsored, “family class” members, while the CRDD deals exclusively with refugee claims. Between them, the two divisions take on all the functions of the Immigration Appeal Board (IAB) and the former Refugee Status Advisory Committee (RSAC). The Backlog Subdivision is a special group within the CRDD dedicated to determining claims of people who had claimed refugee status in Canada before January 1, 1989.

Legislation

- An Act to amend the Immigration Act, 1976, S.C. 1988
- Convention Refugee Determination Division Rules, 1988
- Immigration Appeal Board Rules (Appellate), 1981
- Immigration Regulations, 1978

Organisational Units and their Roles

The Chairman is chief executive officer of the Board. One member from the Appeal Division and one from the Refugee Division are designated as Deputy Chairmen, and Assistant Deputy Chairmen head both divisions of the IRB in its regional centres.

Members are appointed to cover all major centres across Canada as required by workflows. CRDD members are ex officio members of the IAD, but the reverse is not true.

The Immigration Appeal Division (IAD)

The former IAB had a dual responsibility for immigration appeals and refugee redetermination. The new Board’s Appeal Division is a court of record which has jurisdiction to deal with immigration appeals only.

The Convention Refugee Determination Division (CRDD)

Refugee Determination in Canada was formerly a prerogative of the Minister of Employment and Immigration, acting upon the advice of an advisory body, the RSAC. Under the amended Immigration Act, the RSAC ceased to exist and the Refugee Division of the IRB, which is an independent quasi-judicial body, assumed responsibility for adjudicating refugee claims in Canada.

Operations

The support organization for Board operations is highly decentralised: while a Director-General of Operational Policy and Planning at IRB Headquarters provides overall supervision of administrative support to both the Appeal and Refugee Divisions, each regional operation is headed by a Regional Director, who has direct responsibility for all facets of the administrative support provided by that Region.

Documentation, Research and Information

The IRB Documentation Centre supplies the information needs of both the IAD and the CRDD, and serves as a public affairs and education resource in refugee and migration matters. The Documentation Centre also assists IRB spokespersons in promoting knowledge of the functions and responsibilities of the Board and actively develops and implements training programs. Its resources are open and accessible to the public, and it responds to queries on refugee matters from interested parties. The Access to Information and Privacy Coordinator reports directly to the Director of the Documentation Centre.

Legal Services

The Legal Services Branch compiles and maintains an index of the Board's jurisprudence for the use of members and staff of the Board and the general public. The Legal Services Branch also provides advice or opinion in matters of procedure, substantive issues of law, or the interpretation of legislative provisions. Legal Services files and serves Notices of intention to participate in the argument of appeals and applications before the Federal Court, as amicus curiae in appropriate cases.

Finance, Personnel and Administration

The Financial Section is responsible for the application of financial policies, systems and procedures in accordance with legislation, regulations and central agency directives.

The Personnel Section ensures that the IRB is appropriately staffed with qualified people and that problems associated with remuneration and staff relations are managed efficiently and fairly.

Organizational Chart

Attached as Appendix A

1.2 Immigration and Refugee Board/ATIP and Special Projects Section

In March, 1989, a separate and distinct section was created to deal with Access to Information, Privacy and Special Projects. It is headed by a Chief, who is also delegated as the ATIP Coordinator, and during the year under review was assisted by two (one indeterminate and the other on secondment) Access and Privacy Officers with support services provided by a Clerk. Resource requirements are reviewed on a regular basis, and due to increased activity in access and privacy issues an additional Officer was assigned to the section in March 1991, in a term capacity.

The section responds to access and privacy requests from IRB staff and the public for records under the jurisdiction of the IRB and its predecessor, the former Immigration Appeal Board. The section is also responsible for an ongoing project which involves ensuring that CRDD hearing decisions can be released to the public without compromising individual privacy. The IRB is quite anxious to publicly provide a selection of decisions that are considered relevant and representative of the Board's decision making and during the Fiscal year, 867 CRDD decisions were made available in hard-copy, however, it is expected that in the next Fiscal year a publicly available commercial database will facilitate their retrieval. In addition to the requirements for protecting individual privacy, the Board is faced with significant costs, both human and financial, which will be difficult to maintain during the fiscal restraints imposed for the coming year. Every effort will be made to continue the process required to make these decisions available in a timely manner and in a bilingual format. Because of the latter requirement it is recognized that significant cost and resource implications will be felt by other institutions involved in this process, such as Treasury Board and Secretary of State.

1.3 Delegations of Authority for Access and Privacy

Delegation Orders were sent to Treasury Board on September 6, 1989 (Appendix "B"). Authority to act for the Head of the Institution for the purposes of these Acts was formally delegated to the Executive Director and the ATIP Coordinator.

1.4 Education and Training of ATIP Staff

During this fiscal year, the Coordinator and/or Officers continued to attend Canadian Access and Privacy Association (CAPA) meetings along with additional information sessions and workshops organized by Treasury Board. The Coordinator and an Officer attended the two-day CAPA Conference held in Ottawa in April, 1990. In February, 1991 the Coordinator, along with the IRB's Senior Legal Advisor attended a conference, in Toronto, organized by the Canadian Bar Association of Ontario entitled "The Ins and Outs of Freedom of Information and Privacy Legislation". The ATIP Officer on secondment attended both the Access to Information and the Privacy courses which were offered by the Public Service Commission (PSC). It is planned to have the third ATIP officer attend both the PSC Access and Privacy Courses in the new fiscal year. The ATIP Clerk attended two courses on "Career Advancement" and "Writing". Two ATIP Officers attended the CAIR User Implementation Sub Committee meetings during the year under review. The Coordinator sat on the Treasury Board's "ATIP Training Advisory Committee" and was also part of the "Management of Government Information Holdings (MGIH) Focus Group" which, in addition to committee meetings, also met for three days in Gananoque, Ontario to develop a "Course Training Plan" for a "pilot" course on MGIH, to be offered by the PSC in the next fiscal year.

1.5 Education and Training Planned for IRB Staff

In the IRB's 1989-90 ATIP Annual report it was anticipated that the "ATIP Guidelines" regarding the handling and processing of requests under the Access to Information and Privacy Acts, would have been disseminated to the IRB executive and appropriate staff at Headquarters and in the Regions. The finalization and distribution of these Guidelines did not take place, this was partly due to the section's limited resources, increased workloads in both the areas of ATIP and Special Projects and other priorities, combined with some significant revisions to the guidelines. These revisions were due to procedural and policy changes in the areas of case processing, fees, and fee waivers, liaison with Offices of Primary Interest, consultations and several other areas, some of which are still under review. It is anticipated that the Guidelines will be ready for distribution by the end of June, 1991. It is intended that as a follow-up to the material, "ATIP Information Sessions" will be provided initially to Headquarters and regional executives of the Board with further sessions for other IRB staff.

1.6 Fee Waiver Policy

A "Fee Waiver Policy" was completed by the section, but at the time of writing this report, it had not yet received executive approval for its formal implementation.

1.7 Consultations

The ATIP Section continued to consult frequently with Treasury Board Portfolio Officers and specialists on various issues respecting the processing of requests and interpretations of legislation, which were subsequently discussed with IRB Legal Services. The ATIP Coordinators and staff of numerous Federal and some Provincial institutions were often consulted by the section on newly surfaced problems or methods and procedures for processing requests. Several informal meetings took place between the ATIP Coordinator and IRB Legal Counsel with representatives of the Offices of the Information and Privacy Commissioners regarding access and privacy issues, some of which included the legislation, processing requests, complaints, investigations and various other concerns.

1.8 Coordination of Access to Information Requests System (CAIR)

The CAIR system introduced by the Treasury Board in 1989 was installed and implemented in May 1990. The ATIP Coordinator, Officers and Clerk attended briefings on CAIR.

1.9 Reading Rooms

Reading rooms are available, upon request, at the Resource Centre in IRB Headquarters and at the Documentation Centres in all Regional Offices.

1.10 Info Source

The Headquarters ATIP Section retains copies of past editions of the Access Register and Personal Information Index. In March, 1991 "Info Source" (Sources of Federal Government Information) in book form, which has replaced the Access Register and Personal Information Index, was placed in the Resource Centre at IRB Headquarters and in all Regional Documentation Centres, along with new Access and Privacy application forms. "Info Source" is available in English and French and contains:

- an introduction that acts as a guide to using Info Source with an explanation on how to make a formal request under either the Access to Information or Privacy Act;
- over 100 chapters on the federal institutions covered by the two Acts, describing their background, responsibilities, legislation, organization and information holdings;
- a list of phone numbers of people who can help.

Along with the "Info Source" book can be found the "Guide to Sources of Federal Information", a directory that lists public enquiries units, departmental libraries and other offices in the federal government where information is available.

The "Info Source" computer database has not, as yet, been installed however, it is expected that it will be available in all IRB documentation centres early in the new fiscal year.

PART 2 THE ACCESS TO INFORMATION ACT

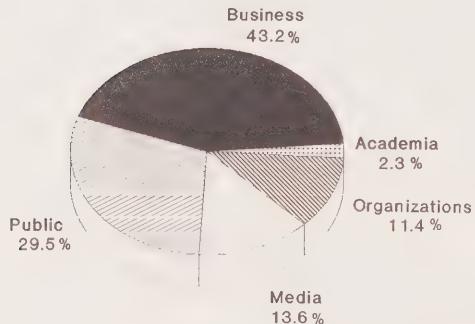
2.1 Statistical Summary of the Administration of the Access to Information Act in IRB for 1990-91

Part 2 covers the administration of the Access to Information Act in IRB for the fiscal year April 1, 1990 to March 31, 1991. Access to Information requests received during the year were predominantly for records pertaining to the CRDD.

2.2 Source of Requests Received

During the period April 1, 1990 to March 31, 1991, the users of the provisions under the Access to Information Act were from the business sector mainly comprising of lawyers 43.2%; the public sector 29.5%; media 13.6%; organizations 11.4%; and academia 2.3%. Figure 1 depicts the composition of requestors by sector:

Figure 1: Source of Access Requests 1990-1991



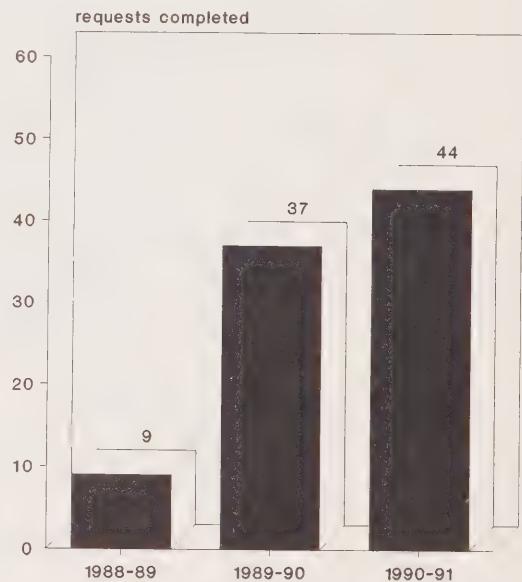
2.3 Requests under the Access to Information Act

Received during the reporting period	45
Outstanding from previous period	3
Total:	48

Completed during reporting period	44
Carried forward	4
Total:	48

There were forty-four (44) Access to Information requests completed during the 1990-91 fiscal year compared to thirty-seven (37) in the 1989-90 fiscal year; this represents an 18.9% increase from the previous fiscal year in requests processed by the ATIP Section. The annual growth in Access to Information requests between 1988-89, 1989-90 and 1990-91 is depicted in Figure 2.

Figure 2: Access to Information Requests Completed 1988-89 to 1990-91



2.4 Disposition of Completed Requests

All information disclosed	21
Information disclosed in part	10
Nothing disclosed (excluded)	-
Nothing disclosed (exempted)	2
Transferred	8
Unable to process	-
Abandoned by applicant	3
Treated informally	-
Total:	44

The ATIP Coordinator has established a recording system for informal access requests at IRB Headquarters. Sixteen (16) such requests were received during the period under review. A policy is being developed to formalize the processing of access requests from the public for case files in Regional Offices which are presently being handled informally.

All formal requests are received by, or transmitted to the ATIP Coordinator at IRB Headquarters in Ottawa. A tracking system is in place, in the Coordinator's office, to record incoming requests and to track their progress and disposition. A semi-automated tracking system was designed and implemented in 1990.

2.5 Exemptions invoked

Subsection 15(1)	1
Section 17	2
Subsection 19(1)	8
Section 22	3
Section 23	2
Total:	16

2.6 Exclusions Cited

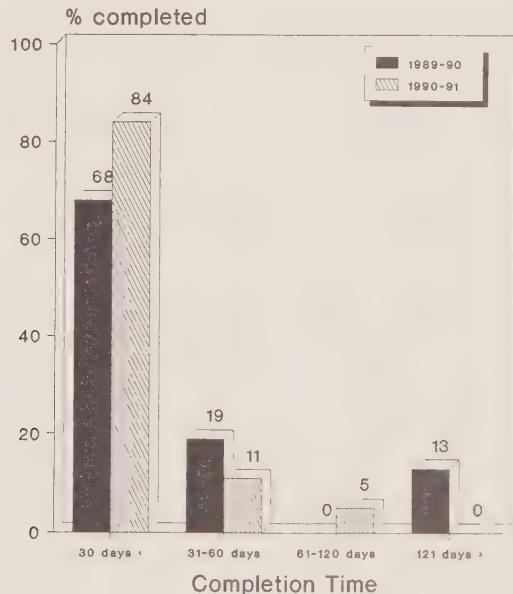
No exclusions were cited.

2.7 Completion Time

30 days or under	37
31-60 days	5
61-120 days	2
Over 120 days	-
Total:	44

95.5% of the requests were completed within sixty days of receipt. Figure 3 provides a comparison between 1989-90 and 1990-91 for the completion time for handling requests.

Figure 3: Access Requests Completion Time - 1989-90 Versus 1990-91



2.8 Extensions

a) Extension for 30 days and under

Search	1
Consultation	4
Third Party	<u>-</u>
Total:	5

b) Extension for more than 30 days

Search	2
Consultation	<u>-</u>
Third Party	<u>-</u>
Total:	2

2.9 Method of Access

Copies given	31
Examination	<u>-</u>
Copies given and records examined	<u>-</u>
Total:	31

2.10 Fees

a) Net Fees Collected

Application (35x\$5.00)	\$175.00
Reproduction	\$234.40
Search and preparation	\$108.75
Computer Processing	<u>-</u>
Total:	\$518.15

b) Fees Waived

Fees Waived (9x\$5.00)	\$ 45.00
\$25 or under	\$ 61.40
Over \$25	<u>-</u>
Total:	\$106.40

The five (\$5.00) application fee was waived in nine (9) cases. Of these, three (3) cases were waived in the public interest; in three (3) cases there were no disclosures; and in three(3) cases the requests were transferred.

2.11 Costs

Person Years	2.6
Salaries	\$111,698.00
O & M	\$ 5,267.17
Total:	\$116,965.17

2.12 Complaints and Investigations

The Information Commissioner investigated two complaints regarding the disclosure of records by the Board. The Information Commissioner has found that one of the complaints concerning withholding of information was justified with a satisfactory resolution and provisions of additional record, while one complaint was found to lack merit.

2.13 Appeals to the Federal Court

There were no appeals to the Federal Court during the year under review.

PART 3 PRIVACY ACT

3.1 Statistical Summary of the Administration of the Privacy Act in IRB for 1990-91

Part 3 covers the administration of the Privacy Act in IRB for the fiscal year April 1, 1990 to March 31, 1991.

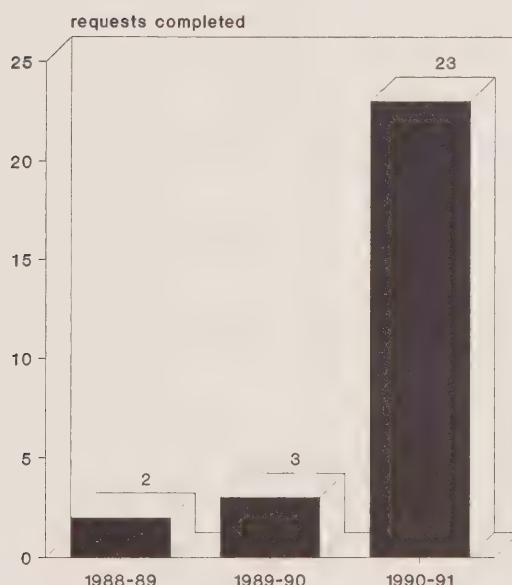
3.2 Requests under the Privacy Act

Received during the reporting period	23
Outstanding from previous period	<u>2</u>
Total:	25
Completed during reporting period	23
Carried forward	<u>2</u>
Total:	25

There were twenty-three (23) Privacy Requests completed during the fiscal year 1990-91, which represents a significant (766.7%) increase over the number (3) completed in 1989-90.

The annual growth in Privacy Requests completed between 1988-89 and 1990-91 is depicted in Figure 4.

Figure 4 - Privacy Requests Completed 1988-89 to 1990-91



3.3 Disposition of Completed Cases

All disclosed	5
Disclosed in part	8
Nothing disclosed (excluded)	-
Nothing disclosed (exempt)	-
Unable to process	3
Abandonned by applicant	1
Transferred	6
Total:	23

3.4 Exemptions Invoked

11 exemptions were invoked.

3.5 Exclusions Cited

4 exclusions were cited

3.6 Completion Time

30 days or under	21
31-60 days	2
61-120 days	-
120 days or over	-
Total:	23

3.7 Method of Access

Copies given	8
Examined	2
Copies given and records examined	13
Total:	13

3.8 Costs

Person year utilization
1.4

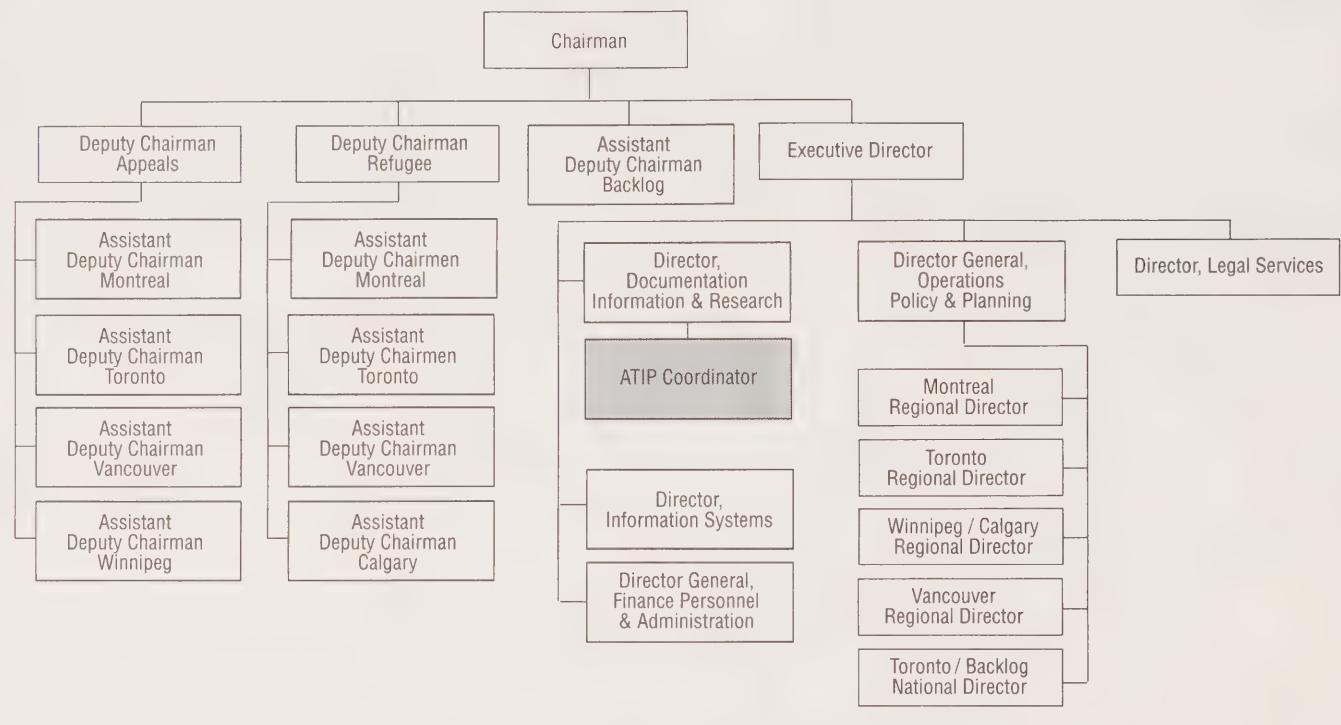
Salary	\$58,314.00
Administration (O & M)	\$ 2,750.20
Total:	\$61,064.20

3.9 Audits

No audits were conducted by the Privacy Commissioner under Subsection 37(1) of the Act during the 1990-91 fiscal year.

APPENDIX A

Administrative Organization Chart



APPENDIX B



Chairman
Immigration and
Refugee Board
of Canada

Ottawa, Canada
K1A 0K1

Président
La Commission de l'immigration
et du statut de réfugié
du Canada

September 6, 1989

Peter Gillis
Group Chief
ATIP Implementation
Information Management Division
Administrative Policy Branch
Treasury Board of Canada
L'Esplanade Laurier
140 O'Connor Street
Ottawa, Ontario
K1A 0R5

Dear Peter Gillis:

I am writing to you regarding designation of an ATIP Coordinator and ATIP Delegation Orders.

Pursuant to my authority under Section 73 of the Information and Privacy Acts, attached are Delegation orders, in both official languages, outlining delegated authorities for specific sections of both Acts.

I would also like to take this opportunity to inform you that I have appointed Mr. Sergio Poggione as the Coordinator of Access to Information and Privacy for the Immigration and Refugee Board. He can be reached at (613) 995-3514.

Yours sincerely,

R.G.L. Fairweather

Access to Information Act Designation Order

The Chairman of the Immigration and Refugee Board, pursuant to section 73 of the *Access to Information Act**, hereby designates the persons holding the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Chairman as the head of a government institution under the sections of the *Act* set out in the schedule opposite each position.

Schedule

Position	Section of Access to Information Act
Executive Director	Paragraph 7 (a), subsection 8 (1), section 9, subsection 10 (1), subsections 11 (2), (3), (4), (5), (6), subsections 12 (2) through (6), subsections 13 through 28, subsections 29 (1), section 33, subsection 37 (4), subsection 43 (1), subsection 44 (2)
Coordinator, Access to Information and Privacy	

S.C. 1980-81-82, c.111

Privacy Act Designation Order

The Chairman of the Immigration and Refugee Board, pursuant to section 73 of the *Privacy Act**, hereby designates the persons holding the positions set out in the schedule hereto to exercise the powers and perform the duties and functions of the Chairman as the head of government institution under the sections of the *Act* set out in the schedule opposite each position.

Schedule

Position	Sections of Privacy Act
Chairman	Paragraph 8 (2) (m)
Executive Director	subsection 8 (5), sections 14 through 16, subsection 17 (2), subsection 18 (2), sections 19 through 28
Coordinator, Access to Information and Privacy	

S.C. 1980-81-82, c.111

Le Président de la Commission de l'immigration et du statut de réfugié, en forme à l'article 73 de la Loi sur la protection des renseignements personnels	Désignation	Le Président	Postes	Président
La Loi sur la protection des renseignements personnels	Annexe	Annexe	Loi sur la protection des renseignements personnels	Loi sur la protection des renseignements personnels
La Loi mentionnée à l'annexe en vis-à-vis de chaque poste,	Postes	Postes	Postes	Postes
La Loi mentionnée à l'annexe en vis-à-vis de chaque poste,	Annexe	Annexe	Annexe	Annexe
La Loi sur la protection des renseignements personnels	Désignation	Désignation	Désignation	Désignation

L ^e Président de la Commission de l'immigration et du statut de réfugié, en con-	formité à l'article 73 de la Loi sur l'accès à l'information, désigne, par les présen-	tes, les personnes dont les postes sont visées à l'annexe pour mettre en application les pouvoirs, assumer les devoirs et les fonctions du Président en sa qualité de respondant, assumer les postes dont les personnes sont visées à l'annexe en vis-à-vis de chaque poste.	L'annexe en vis-à-vis de chaque poste.
L ^e Directeur exécutif	Articles de la Loi sur l'accès à l'information	Annexe	Postes
Articles de la Loi sur l'accès à l'information	Annexe	Annexe à l'annexe	Annexe à l'annexe
L ^e Coordinateur, Accès à l'information et protection des renseignements personnels	Alinéa 7 (a), paragraphe 8 (1), article 9,	Alinéa 7 (a), paragraphe 8 (1), article 9,	L ^e Directeur exécutif
L ^e Directeur exécutif	Alinéa 7 (a), paragraphe 10 (1), paragraphe 11 (2), paragraphe 12 (2) à (6), (3), (4), (5), (6), paragraphe 13 à 28, paragraphe 29 (1), article 33, paragraphe 37 (4), article 33, paragraphe 43 (1), paragraphe 44 (2).	Alinéa 7 (a), paragraphe 10 (1), paragraphe 11 (2), paragraphe 12 (2) à (6), (3), (4), (5), (6), paragraphe 13 à 28, paragraphe 29 (1), article 33, paragraphe 37 (4), article 33, paragraphe 43 (1), paragraphe 44 (2).	L ^e Directeur exécutif

R.G.L. Fairweather

Ronald Fairweather

Je vous prie d'agréer, Monsieur, l'expression de mes sincères salutations.

M. Sergio Poggione au poste de coordonnateur de l'accès à l'information que j'ai nommé j'aimerais également profiter de l'occasion pour vous informer que pourvoirs délégués pour les articles précis de ces deux Lois. jointes les ordonnances de délégation, dans les deux langues officielles, exposant les l'information et sur la protection des renseignements personnels, vous trouverez ci- conformément à mes pouvoirs aux termes de l'article 73 des Lois sur l'accès à l'information des renseignements personnels.

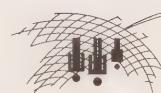
Les présentes ont trait à la désignation d'un coordonnateur de l'AIPRP et aux ordonnances de délégation de pouvoirs relativement à l'accès à l'information et à la protection des renseignements personnels.

Monsieur,

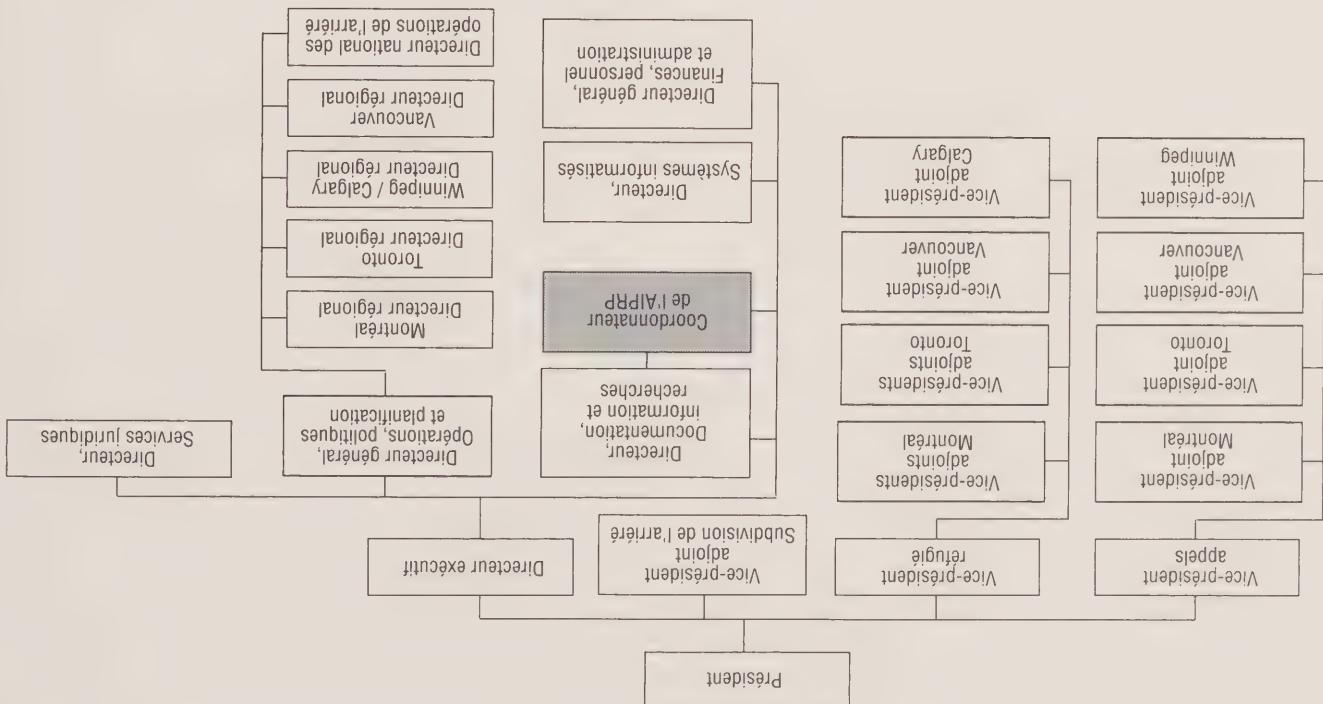
K1A 0R5
Ottawa (Ontario)
140, rue O'Connor
L'Espланаде Laurier
Conseil du Trésor du Canada
Division de la politique administrative
Direction de la gestion de l'information
Mise en oeuvre de l'AIPRP
Chef de groupe
Monsieur Peter Gillis

Le 6 septembre 1989

K1A 0K1
Ottawa, Canada
du Canada
of Canada
Refugee Board
et du statut de réfugié
La Commission de l'immigration
Immigration and
Chairman
President



Organigramme administratif de la CISR



Le Commissaire à la protection de la vie privée n'a procédé à aucune vérification aux termes du paragraphe 37(1) de la loi au cours de l'exercice 1990-1991.

3.9 Verifications

Salaires	58 314,00 \$
Administration (F et E)	2 750,20 \$
Total :	61 064,20 \$

Années-Personnes

1.4 Années-personnes

3.8 Couts

S.8 Cours

13	Copies et examen	Total :
3		
2		
8		

3.6 Défaut de traitement

300 jours ou moins
De 31 à 60 jours
De 61 à 120 jours
Plus de 120 jours
Total :

EXCLUSIONS CLAUSES

Quatre exclusions ont été citées.

seanbeau3333@gmail.com

23	Transfert de la demande	Total :
6	Demande abandonnée par le demandeur	
3	Impossibilité de traiter la demande	
2	(exclusion)	
8	Aucune information communiquée	
5	(exclusion)	
3	Information communiquée en partie	
2	Toute l'information communiquée	

3.3 Suite donne aux demandes

3.3 Suite donnée aux demandes

PARTE 3
LOI SUR LA
PROTECTION
DES PERSONNELS
GÉNÉRAUX

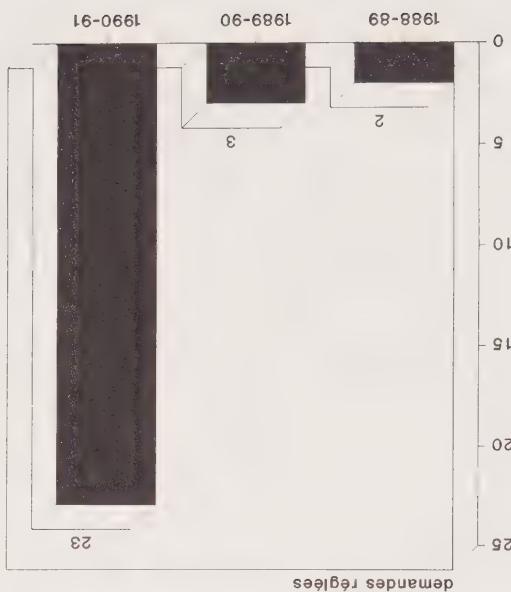


Tableau 4: Demande régliées

La tableau 4 montre l'augmentation annuelle du nombre de demandes régulières émises entre 1988-1989 et 1990-1991.

Il a été donné suite à vingt-trois (23) demandes au cours de l'exercice 1990-1991, ce qui représente une mention importante (766,7%) rapport au nombre (3) de demandes réglementées en 1989-1990.

3.2	Demandes présentées aux termes de la Loi sur la protection des renseignements personnels	23	En suspens depuis la période antérieure	25	Total :
23	Regroupes pendant la période visée	23	Regroupes pendant la période visée	25	Total :
2	Reportees	2	Reportees	2	Total :
2	2	2	2	2	Total :

La Partie 3 porte sur l'application de la Loi sur la protection des renseignements personnels à la CISR pour l'exercice allant du 1^{er} avril 1990 au 31 mars 1991.

3.1 Sommaire statistique de l'application de la Loi sur la protection des renseignements personnels à la CISR en 1990-1991

Dans neuf (9) cas, les représentants ont été
dispensés du versement du droit de
raisons d'interêt public; trois (3) parmi
qu'il n'y a pas eu communication; et
trois (3) parce que les demandes ont été
transférées.

Dispenese de droits(9 x 5 \$)	45,00 \$	25 \$ ou moins	61,40 \$	Plus de 25 \$	106,40 \$
-------------------------------	----------	----------------	----------	---------------	-----------

b) Dispenese de droits

Demande (35 x 5 \$)	175,00 \$	Reproduction	234,40 \$	Recherche et préparation	108,75 \$

a) Droits perçus

2.10 Frais de communication

Copies et examen	31	Total :	

2.9 Méthode de communication

Recherche	2	Total :	
Communication	-		
enquête sur deux plaintes concernant la	-		
communication de documents par la	-		

b) Prorogation de plus de 30 jours

Avvis aux tiers	5	Total :	
Consultation	-		
Le Commissaire à l'information a fait	-		

2.12 Plaintes et enquêtes

Années-personnes	2,6	Prorogation de 30 jours et moins	a)
Salaires	1	Consultation	Avvis aux tiers
F et E	4		5

2.11 Coûts

2.8 Prorogation du délai

2.7.6

2.7.6

2.5 Exceptions immobilières

2.6 Exclusions civiles

Total : Article 23 Article 22 Article 17 Paragraphe 19(1) Paragraphe 15(1) Article 17 Paragraphe 19(1) Article 22 Article 23 Article 17 Total :

24	2.4 Suite donnée aux demandes
21	Toute l'information communiquée
10	Aucune information communiquée en partie
2	(exclusion)
8	Aucune information communiquée
2	Transfert de la demande
8	(exception)
2	Aucune information communiquée
-	(exclusion)
8	Transfert de la demande
3	Demande abandonnée par le demandeur
-	Demande traitée de lagon non officielle
44	Total :

2.1. Détail de traitement
80 jours ou moins
DE 31 à 60 jours
DE 61 à 120 jours
Plus de 120 jours
Total :

Au siège de la Commission, le coordon-
nateur de l'AIPIP a mis sur pied un
système d'engagement pour les
demanded d'accès non officielles. Seize
(16) demandes de ce genre ont été reçues
au cours de la période à l'étude. On
élaborer actuellement une politique visant
à uniformiser le traitement des demandes d'accès provenant du public et
visant des dossier dans les bureaux
régionaux, qui sont actuellement traitées
de façon non officielle.

Il a été donné suite à 95,5 % des dans les 60 jours suivants dans les délais de traitement en 1990-1991.

Le coordinateur de l'APIRP regoit toutes les demandes officielles au siège de la CISR à Ottawa, ou elles lui sont transmises. Un système est en place au bureau du coordinateur pour enregistrer les demandes reçues et le suivre régulièrement. Un système semi-automatisé a été conçu et mis en oeuvre en 1990.

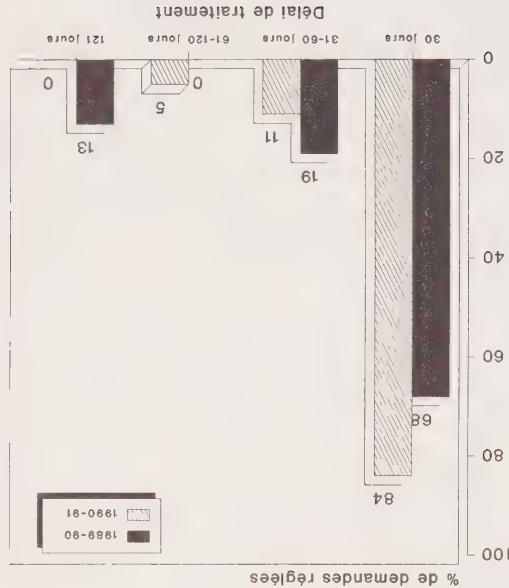


Tableau 3: Demande d'accès à l'information - en 1989-90 et en 1990-91

La base de données informatisée de "Mfo Source" n'a pas encore été installée, mais on s'attend qu'elle le sera dans tous les Centres de documentation de la CISR au début de la nouvelle année financière.

Outre "Info Source", on trouve le "Guide de sources de renseignements", un répertoire qui donne la liste des services d'information, des "personnels", un bureau du ministère et autres bibliothèques ministérielles et autres bureaux du gouvernement fédéral ou on peut obtenir des renseignements.

- une introduction au *“Loin explicable la lagune d’Hilton”*, et comment présenter une demande officielle aux termes de la Loi sur l'accès à l'information ou de la Loi sur la protection des renseignements personnels;
- plus de 100 chapitres sur les institutions fédérales visées par les deux Lois, qui décrivent leurs antécédents, leurs responsabilités, les lois qu'elles sont chargées d'appliquer, leur structure ainsi que leur information sur elles détaillées;
- une liste des numéros de téléphone de personnes qui peuvent aider.

Le Centre de ressources au siège de La Commission et tous les Centres de documentation régionales en out des ex-emplaires, ainsi que des exemplaires des nouveaux formulaires utilisés pour présenter une demande aux termes des lois sur la protection des renseignements personnels et sur l'accès à l'information, "Info Source", qui est disponible en anglais et en français, renferme :

La Section de l'APIPR au siège de la Commission consacrée des copies d'anciennes éditions du Répertoire d'au-delà du Répertoire des renseignements sommels. En mars 1991, «Info Source» (Sources de renseignements fédérales) éte publie sous forme de livre qui remplace le Répertoire d'accès et les neufs.

1.10 Info Source

Des salles de consultation sont dis-
ponibles, sur demande, au Centre de
sources au siège de la CISR et aux
Centres de documentation de tous le
bureaux régionaux.

1.9 Salles de consultation

(SCDAI)

1.8 Système de coordination des demandes d'accès à l'information

1.4. Séances d'information et de formation à l'mention des employés de matin

Des ordonnances de délégation de
souvoirs ont été envoyées au Conseil du
Trésor le 6 septembre 1989 (Anexe B).
Le pourvoir d'agir au nom du dirigeant
de l'institution aux fins de ces Lois a été
différemment délegué au directeur
exécutif et au coordinateur de
l'APIRP.

1.3. Définition des pouvoirs en matière d'accès à l'information
et de protection des renseignements personnels

La Section répond aux demandes présentées aux termes des Lois sur l'accès à l'information et sur la protection des renseignements personnels par les employés de la CISR et des membres du public, et visant des dossier relevant de la compétence de la CISR et de l'immigration. Elle est également chargée d'un projet permanent qui consiste à garantir que les décisions rendues par la CISR peuvent être communiquées au public sans porter atteinte à la vie privée des intéressés. Il tâche à la CISR de rendre publique une sélection de décisions considérées comme étant pertinentes et représentatives des décisions prises par la CISR. Au cours de la présente année financière, 867 décisions thématiques et représentatives sont dévoilées, au cours de la présente année financière, 867 décisions communiquées sur copie papier; toutefois, on complète procéder à l'installation, au cours de la présente année financière, d'une base de données informatique accessible au public pour faciliter la consultation des décisions. Parallèlement à l'obligation qui lui incombe de protéger la vie privée des citoyens, la CISR doit affirmer à ses membres de maintenir pendant la prochaine année en raison des restrictions budgétaires prévues. Qui il sera fait pour essayer de continuer à diffuser les décisions dans des délais raisonnables et dans les deux langues officielles. Cette dernière évidence nécessitera de toute évidence l'application de mesures considérables au sein d'organismes concernés, notamment d'autres organismes concernés, notamment les organismes considérables au sein d'organismes concernés, notamment le Conseil du Trésor et le ministère des Finances, qui il en soit, tout en tenant compte de la nécessité de maintenir la prochaine année en raison des restrictions budgétaires prévues. Qui il sera fait pour essayer de continuer à diffuser les décisions dans des délais raisonnables et dans les deux langues officielles.

La section des finances est chargée de l'application des politiques, directives et systèmes financiers, conformément aux lois et aux règlements ainsi qu'aux directives des organismes centraux. La section du personnel veille à ce que la CISR complète suffisamment de personnels en matière de remuneration et de relations de travail soit résolus et -tacement et équitablement.

Organigramme

1.1.2. L'immigration et la réfugié - Section de la loi sur les réfugiés et les demandeurs d'asile

INTRODUCTION Conformément à l'article 72 de la Loi, la Commission de l'immigration et du statut de réfugié (CISR) présente son rapport annuel sur l'application de la Loi sur la protection des renseignements personnels. Il s'agit du troisième rapport sur l'AIIPRP préparé par la CISR, et il porte sur la période allant du 1^{er} avril 1990 au 31 mars 1991.

Chef/coordinateur : Sérgio Poggio (995-3514)

Adresse : 240, rue Bank
2^e étage
Ottawa (Ontario)
K1A 0K1

Commissaire : Vincen Dufrêne (996-4522)
Agents : Barbarra Sawh (996-1396)
André Trudeau (996-2696)
Carmen Lague (992-2684)

Chef/coordinateur : Sérgio Poggio (995-3514)

Adressé : 240, rue Bank
2^e étage
Ottawa (Ontario)
K1A 0K1

R.G.L. Fairweather

Ronald Fairweather

les meilleurs.

je vous prie d'agréer, Monsieur le ministre, L'expression de mes sentiments

de la Loi sur l'accès à l'information et de la Loi sur la protection des renseignements personnels, le rapport annuel en la matière de la Commission de l'immigration et du statut de réfugié, pour la période du 1^{er} avril 1990 au 31 mars 1991.

Il me fait plaisir de soumettre à votre attention, conformément à l'article 72

Monsieur le ministre,

K1A 0A6

Ottawa (Ontario)

Chambre des communes

Ministre de l'Emploi et de l'immigration Canada
L'honorable Bernard Valcourt, c.p., député

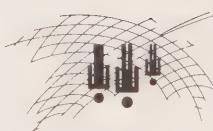
juin 1991

K1A 0K1
Ottawa (Canada)

President

Chairman

La Commission de l'immigration
et du statut de réfugié
Immigration and
Refugee Board



Número de catalogue MOI-2/1991
ISBN-0-662-58433-3



Lois sur l'accès à l'information
et sur la protection des
renseignements personnels

1990 - 1991

R A P P O R T A N N U E L

COMMISSION DE L'IMMIGRATION ET DU STATUT DE RÉFUGIÉ



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